

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

IN THE MATTER OF A UNIFORM)
POLICY FOR METHODS OF PAYMENT)
FOR ALL COURTS IN MARICOPA COUNTY)
_____)

ADMINISTRATIVE ORDER
NO. 95-022

The presiding judges in each county have been directed by the Supreme Court to develop a uniform policy for methods of accepting payment for all courts in their respective counties.

The presiding judge has caused all limited jurisdiction courts, the Superior Court, and the court department heads to be involved in the development of such a uniform policy. As a result of this involvement, the following policy has been agreed upon as appropriate for Maricopa County. This policy is considered to be the "bottom line" for all courts and court departments. It is intended to leave to the city courts, the unified justice courts, and all court departments the ability to develop their own policy of implementation to meet this "bottom line" subject to approval of that policy of implementation by the presiding judge.

Accordingly, it is

ORDERED that all courts in Maricopa County shall operate under a Uniform Policy for Methods of Payments for all court-ordered obligations received. The presiding judge of each limited jurisdiction court in Maricopa County shall be responsible to insure adherence to the Uniform Policy.

ORDERED that the acceptable methods of payment for fines, civil sanctions, court-ordered fees and other court-ordered obligations received by the court must be in the form of one of the following:

- M Cash, in American currency
- M Cashier's Checks
- M Certified Checks
- M Traveler's checks, in American currency
- M Business checks, made out to the appropriate court or city agency responsible for receipt of funds.
- M Money Orders
- M Credit cards/Debit cards (e.g. VISA, BankAmerica) if available in individual jurisdictions, with type displayed for public notice.
- M Pre-printed personal checks (NOT acceptable for Bonds or

Restitution):

Over-the-counter, with two forms of identification, one of which must be a valid, "picture I.D.", to wit., drivers license, Arizona State Identification card, military identification

Mail Receipt, accepted as mailed, however, returned to sender if not in negotiable form;

MMM The Court shall have a non-sufficient funds (NSF) check policy, including a uniform \$25 fee for processing, unless prohibited or otherwise set by city council resolution or ordinance. The policy shall be in writing and posted conspicuously for public information.

MMM For all payments made in person, a receipt **shall immediately** be prepared and provided to the paying party, including a notation of the payment and amount. For payments received by mail, receipts shall be provided for all cash received, and upon request of any payee.

ORDERED that the presiding judge of each limited jurisdiction court is responsible to implement the Uniform Policy; to have written operating policies and procedures consistent with this order for their respective court published for all court staff, impacted city and county departments and the public by July 1, 1995; to provide a copy of the operating policies and procedures to the Presiding Judge of the Superior Court of Arizona in Maricopa County; and to insure all procedures relating to revenues received pursuant to this policy are in conformance with accepted General Accounting Principles and provisions of the Arizona Supreme Court MINIMUM ACCOUNTING STANDARDS FOR ARIZONA COURTS, Standard 5.0, et.seq.

ORDERED that any exceptions to this policy granted by a presiding judge for good cause shall be in writing, with copies to all parties, with a copy filed with the Presiding Judge of the Superior Court of Arizona in Maricopa County and with public notices reflecting any change.

EFFECTIVE this date: March 2, 1995

C. Kimball Rose, Presiding Judge

CC: Chief Justice Stanley G. Feldman
All Presiding Municipal Court Judges
Presiding Justice of the Peace
All Court Department Heads
David R. Smith, CAO
David Byers